

SENIOR ADMINISTRATIVE ASSISTANT

FLSA Code: N

Job Code: 1006

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult paraprofessional and administrative work overseeing, monitoring and executing a wide variety of tasks pertaining to the operations of a department; does related work as required. Supervision is exercised over assigned staff. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Providing lead administrative support in city offices; performing complex and responsible administrative office assistance and support tasks; preparing and maintaining a wide variety of documents including legal and judicial papers, financial and public safety reports and records; receiving and screening visitors and telephone calls; organizing files and records; managing office work flow.

Handles a variety of responsible confidential administrative and technical agency assignments including summarizing reports, transcripts, briefs, bid specifications, RFP's, budget and reports;

Performs complex and program-specific administrative and technical duties such as real estate assessment, purchasing assistance and general office management;

Assists with programs, records, files and reports for a variety of community services including State and Federal funding and oversight;

Receives, screens and provides visitors information or directs to appropriate persons;

Assists with the preparation of the agency budget; performs regular and special financial record keeping activities and monitors expenditures;

Plans and arranges meetings and conferences and schedules appointments;

Supervises a facility such as a recreation center or Aurora House;

Staffs boards, commissions and performs special assignments such as city-wide special events;

Performs complex program related computer operations;

Composes and types letters and memoranda in conformance with policies independently or from brief instructions;

Types reports, minutes and other materials using specialized formats and forms;

Sets up and maintains complex filing systems;

Maintains confidential personnel and related files;

Prepares or reviews the preparation of the department payroll;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school plus course work in office technology or related field and considerable, increasingly responsible, experience in office and administrative work in a municipal function; thorough knowledge of standard office practices, procedures, equipment and office assistance techniques and business English and spelling; thorough knowledge of the functions, methods, policies and responsibilities of area of specialty; demonstrated ability to solve problems within scope of responsibility, establish and maintain effective working relationships with associates; demonstrated ability to operate automated data systems and personal computer equipment, and to transcribe dictation at a reasonable rate of speed; demonstrated ability to use discretion and judgement in the possession of confidential information. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.